

FAQ Hiring Summer School Staff 2012

Frequently Asked Questions for All Applicants:

1. How do I apply for a summer school position?

Individuals interested in a summer school position must apply online. Please go to the QuickBase application [<https://octo.quickbase.com/db/bgw45xnx2>] to submit an online application.

2. I was a summer school teacher last summer. Am I guaranteed a position this summer?

No. All educators who wish to obtain a summer school position must apply using the online application. Qualification for a summer school position will be determined by educational background and demonstrated competence as indicated by performance evaluations. The number of summer school staff hired also depends on actual student enrollment and course demand for the high school program.

3. May I apply for more than one position?

You may only apply for one position (teacher, aide, etc.), but you may rank up to two summer school subjects and programs.

4. When will I find out if I've been offered a summer school position?

The Office of Human Resources will notify candidates of their final status by April 30, 2012.

5. What are the dates of summer school?

Summer school begins on Monday, June 25 and ends on Friday, August 3, 2012.

Extended School Year (ESY) program begins on Tuesday, July 2, 2012 and ends on Friday, July 27, 2012.

6. What is the compensation for summer school employment?

Teachers receive \$34/hour and aides receive \$15/hour. Benefits are not included.

7. What are the minimum requirements for High School Carnegie Unit teachers?

High School Carnegie Unit teachers must be certified in a content area or related field and have a minimum of a bachelor's degree. The teacher must possess or must be eligible for a valid District of Columbia Teaching Certificate or License (standard or provisional).

8. Do I have to work the entire summer school?

Yes, summer school employees do not get leave over the summer. If you accept a summer school offer, you must commit to work for the entire 6 week session.

9. Once assigned a position/location for summer school may I request a new one?

Unfortunately, you cannot request a new position or location for summer school once you're assigned one. We work hard to place teachers/aides in their preferred positions and locations, but we sometimes have to place teachers in other sites or areas of need. We appreciate flexibility in this process!

10. If I'm a current DCPS employee and I've been extended a summer school offer, am I guaranteed to teach at the same school where I am during the regular school year?

We will be hosting summer school at 9 ES sites, 1 MS site, 2 Summer Bridge Sites, and 3 HS sites. If your school is not a summer school site, we hope to place you at the site where your students will attend summer school, however there are no guarantees.

11. Is attending the summer school training event(s) required?

Yes, attendance at summer school training is mandatory.

12. Will I get paid for summer school training hours?

Yes, summer school teachers will receive \$34/hour and aides will receive \$15/hour for attending the training session.

13. What are the hours of the various summer school programs (ES/MS/SB/HS/ESY)?

The Elementary School program runs from 8:00am – 1:00pm.

The Middle School program runs from 9:00am – 1:00pm.

The Summer Bridge program runs from 9:00am – 2:00pm.

The High School program runs from 8:00am – 6:15pm (HS teachers will work a maximum of 7.5 hours).

The Extended School Year program at the PS/PK and Elementary sites runs from 8:00am – 1:00pm and the Middle, High and ESY-Only sites run from 9:00am – 2:00pm.

14. What are the ES summer school sites?

	Elementary	Grades	Ward	Proposed Feeder Schools
1	Tubman	K–5	1	Bancroft, Bruce Monroe @ Parkview, HD Cooke, MacFarland (Grade 5 only), Powell (K-4), Raymond, Reed
2	Francis-Stevens	K–5	2	Cleveland, Eaton, Garrison, Hearst, Hyde, Janney, Key, Lafayette, Mann, Murch, Oyster, Ross, Seaton, Stoddert, Thomson, Walker-Jones
3	Brightwood	K–5	4	Barnard (K-4), LaSalle-Backus, Shepherd, Tacoma, Truesdell, West, Whittier
4	Noyes	K–5	5	Brookland @ Bunker Hill, Burroughs, Langdon, Langley, Marshall
5	Miner	K–5	6	Amidon-Bowen, Brent, Browne, JO Wilson, Ludlow-Taylor, Maury, Payne, Peabody (K students only), Tyler, Watkins (1-5), Wheatley
6	Thomas	K–5	7	Aiton, Burrville, CW Harris, Davis, Drew, Houston, Kenilworth, Kimball, Nalle, Plummer, River Terrace, Smothers
7	Beers	K–5	7	Orr, Randle Highlands, Stanton, Winston
8	Savoy	K–5	8	Garfield, Ketcham, Malcolm X, Moten @ Wilkinson, Turner @ Green
9	Ferebee-Hope	K–5	8	Hendley, King, Leckie, Patterson, Simon, Terrell-McGogney

15. What is the MS summer school site?

	Middle	Grades	Ward	
1	Browne	6–7	5	All students in grades 6–7 are invited to participate in the program

16. What are the MS Summer Bridge opportunities for 8th Graders (rising 9th Graders)?

	Summer Bridge	Grades	Ward	
1	H.D. Woodson	8	7	All rising ninth graders are eligible to participate, but priority students will be recommended by staff
2	McKinley	8	5	All rising ninth graders are eligible to participate, but priority students will be recommended by staff

17. What are the HS summer school sites?

	High	Grades	Ward	
1	Ballou	9–12*	8	Anacostia, Ballou STAY
2	Coolidge	9–12*	4	Banneker, CHEC, Luke C. Moore, Roosevelt, Roosevelt STAY, SWW, Wilson, Washington Metropolitan
3	Phelps	9–12*	5	Cardozo, Dunbar, Eastern, Ellington, HD Woodson, McKinley, Spingarn, Spingarn STAY

* The High School Credit Recovery Program's **priority is to offer students in Grades 9 and 12 the opportunity to recover credits**; however, as seats remain available in desired courses, other students can attend.

18. What are the Extended School Year (ESY) Sites?

ESY	Grades	Ward	Notes
Tubman Beers	PS/PK	1 7	<ul style="list-style-type: none"> Early childhood (All ESY eligible PS/PK students)
Francis-Stevens Brightwood Thomas Savoy	K-5	2 4 7 8	<ul style="list-style-type: none"> K-5 students with a primary disability classification other than Specific Learning Disability (SLD)
Browne	6-8	5	<ul style="list-style-type: none"> 6-8 students with a primary disability classification other than Specific Learning Disability (SLD)
Phelps	9-12	4	<ul style="list-style-type: none"> All 9-12 students
Sharpe Health	PK-12	4	<ul style="list-style-type: none"> ESY only site. Sharpe Health will service students that attend each school respectively during the regular school year
Mamie D. Lee	PK-12	5	<ul style="list-style-type: none"> ESY only site. Mamie D. Lee will service students that attend each school respectively during the regular school year
Prospect	K-8	6	<ul style="list-style-type: none"> ESY only site. Prospect will service (K-8) students with the primary disability SLD and students that attend Prospect during the regular year

*Please see your school's SEC for information on where your students will be attending ESY

19. What are the Special Education-only sites?

The sites that are ESY only and not co-located with summer school are:

1. Mamie D. Lee School
2. Prospect Learning Center
3. Sharpe Health School

20. How do I know if my application has been received?

Once you submit your application in Quickbase, you should receive an email notification to the email address you provided in the application, confirming receipt.

21. Who should I contact if I do not have a dc.gov email address or do not know how to access it?

Please contact the OCTO Help Desk by phone at: 202-442-5715 or by email at: helpdesk.servus@dc.gov.

22. Who should I contact if I have additional questions?

Send an email to dcps.hranswers@dc.gov.

23. Is the Summer Bridge Program open to middle school teachers and/or high school teachers?

High school teachers will be hired for the Summer Bridge Program.

24. Who makes final recommendation for hiring?

The principals and coordinators make joint decisions in recommending applicants for hiring.

25. Why are there less aide positions this year?

No ES PM program is being offered year. As such, there are less aide positions overall. (This year DCPS has determined that we must address the needs of our rising ninth-grade students and are instituting a Summer Bridge experience aimed at high school readiness and academic support. We believe that this decision will result in reduced course failure and increased graduation rates for our high school students.)

Frequently Asked Questions for Non-DCPS Applicants:

26. I'm not a DCPS employee. Am I eligible for a summer school position?

Yes! Though preference will be given to DCPS employee applicants, we encourage both current DCPS and non-DCPS employees to apply. Please go to the QuickBase application [<https://octo.quickbase.com/db/bgw45xnx2>] to submit an online application.

27. I'm not a DCPS employee. Will I have to submit additional materials to be hired?

Non-DCPS employees need to submit an online application to be considered for a position. If you are offered a summer school position, you will need to provide the following additional documents to Human Resources:

- Resume
- Two reference letters
- Copy of two forms of ID
- Fingerprinting
- Negative TB test result from the past 6 months
- Copy of Teaching License (if applicable)

28. Where can non-DCPS applicants submit the results of HR required paperwork?

If you are a non-DCPS employee, you are required to submit your HR required paperwork to Felecia Love (HR Summer School POC) at the Office of Human Resources at 1200 First Street, NE, 10th floor. Required paperwork includes a Resume, 2 Reference Letters, Copy of two forms of ID, Fingerprinting, and Negative TB test result from the past 6 months.

29. Where and when is fingerprinting done?

The fingerprinting office is located at 1200 First Street, NE, 10th floor. The office is open Monday – Friday from 8am to 3:30pm.

30. Do I need to bring anything with me to get fingerprinted?

Yes, you will need to bring a copy of your Negative TB test result from the past 6 months.